

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2177

**TITLE:** PHOTOGRAPHIC SPECIALIST

**GRADE:** S-17

**DEFINITION:**

Under direction, performs photographic assignments producing high quality photographic materials for instructional, publicity, documentation, crime scene, or evidence gathering purposes; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions in this class may be assigned to take photographs in a narrow or wide variety of assignments.

**ILLUSTRATIVE DUTIES:**

Takes pictures in color or black and white, with or without flash, indoors and outdoors, and on location or in studio;

Determines method best suited for quality photographs which are suitable for projection on screens, enlargement or reduction of print, or as master copies for production of overhead transparencies;

Processes all black and white negative materials, both high contrast and continuous tone, direct negative or positive, enlarged or reduced;

Maintains appropriate files and safeguards original negatives and prints, when applicable, e.g., crime scene photographs;

Supervises subordinates in the mechanical and chemical preparation and modification of photographic materials for overhead projection;

Confers with and advises administrators and teachers on the feasibility of photographic projects and assists in planning layouts and materials to be included in brochures, curriculum guides and similar publications;

Counsels student groups on proper photographic methods and procedures;

Records dates and places of assignment and materials used;

Maintains a filing system of negative and positive materials produced;

Performs minor maintenance on photographic equipment;

Orders supplies and makes recommendations on major photographic equipment purchases.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the methods, materials, and equipment used in photography;

Knowledge of relationship of photography to the development of instructional media materials;

Ability to make evaluative judgments regarding best method to use in taking a photograph;

Ability to supervise;

Ability to keep records;

Ability to establish and maintain effective working relationships with others.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

High school graduation or G.E.D. issued by a state department of education, supplemented by courses in photography; PLUS

Three years professional experience as a photographer.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**REVISED:** June 5, 2000